

ICE PAGE

Making it Happen!- Supporting Social Inclusion

SOUTH

ECAT

Employee & Client Assistance Team
403-634-8805

Phones do not accept text messages— staff need to call ECAT.

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TIME SHEET HAND-IN

• **January 15th 2020**

For all shifts worked between January 1 and January 15.

• **January 31st 2020**

For all shifts worked between January 16 and January 31.

UPCOMING

• **Health and Safety Meeting** – January 5, 2021 @9:00AM

• **RPAC MEETING**– January 6, 2021 @1:30PM

• **UNIT Meeting**— January 20, 2021 @2:00pm (teleconference only)

MAAME

Maame is a very independent and active young lady. She moved to Calgary with her family from Scotland and she has been with ICE since 2019. She is currently studying Level II Childcare certification course in Mount Royal University.

Maame has independently and successfully completed her Level I Childcare certification course and with her staff's support, she has completed some cooking and computer coding classes.

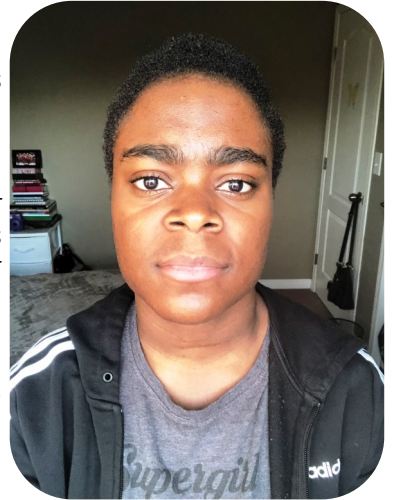
Maame likes to keep herself physically fit. She enjoys going to the gym with her staff at least 3 days per week. She likes to use the treadmill, the walking track, the swimming pool and other gym equipment.

Last year, Maame successfully completed her practicum for her Childcare certification at Kids & Company. During the pandemic, Maame got into a computer coding class which she completed in October 2020 and had her graduation ceremony in November 2020.

With the support of her staff, Maame works on learning different crafts, painting, coloring and jewelry making. Staff knows how to make jewelry with beads and other materials and teaches Maame how to craft them out.

Maame has applied for a volunteering position at Art to Go, where they distribute, display, and develop art works. Maame and her staff have also looked into some resources and Maame is currently completing some courses related to different art skills like painting, coloring and crafts.

Maame is looking forward to the COVID-19 restrictions being lifted, so she can return to her full active life and routine.



Employee Spotlight



Jasmine has been a part of the ICE Calgary team for more than 2 years. Jasmine supports Maame with working on achieving set goals. Jasmine actively studies and learns courses with Maame and also ensures that they meet the requirements to obtain the courses' credentials. Both Maame and Jasmine enjoy working together and they have aimed at achieving more set goals. Jasmine is very flexible and adaptive to supporting Maame with not only achieving her goals, but also with assisting her foster independence. When they are not working together, Maame independently completes her classes online, read books, and learns new recipes.

ICE OFFICES WILL BE CLOSED NEW YEARS DAY, FRIDAY JANUARY 1ST, 2021



**Please direct all calls to the Employee Client Assistance Team for that day.
403-634-8805**

Virtual Trainings

PET Training	
January 5-6, 2021	9:30AM to 4:30PM
January 12-13, 2021	9:30AM to 4:30PM
January 19-20, 2021	9:30AM to 4:30PM
January 25-26, 2021	9:30AM to 4:30PM
CN Abuse Prevention	
January 7, 2021	8:00AM to 10:00AM 1:00PM to 3:00PM
January 22, 2021	8:00AM to 10:00AM 1:00PM to 3:00PM
January 28, 2021	10:00AM to 12:00PM
Empowering Your Team	
January 7, 2021	1:00PM to 4:00PM
Hazard Assessment and Control	
January 8, 2021	9:30AM to 1:00PM
Epilepsy	
January 11, 2021	9:30AM to 12:00PM
Brain Injury	
January 11, 2021	1:00PM to 3:00PM
Cerebral Palsy	
January 12, 2021	10:00AM to 12:00PM
Psychosis	
January 13, 2021	10:00AM to 12:00PM
FASD	
January 13, 2021	1:00PM to 3:30PM
Schizophrenia	
January 14, 2021	1:00PM to 3:00PM
CN PBI	
January 15, 2021	10:00AM to 1:00PM
ADHD	
January 18, 2021	9:30AM to 12:00PM
ODD	
January 18, 2021	1:00PM to 3:00PM
Anxiety/ Depression	
January 19, 2021	1:00PM to 3:00PM
CN Complex Needs	
January 19, 2021	9:30AM to 12:00PM
Documentation and Reporting Practices	
January 20, 2021	1:30PM to 4:30PM
Somatization	
January 21, 2021	1:00PM to 3:00PM

ICE THANK YOU CARD INCENTIVE WINNER

Eunice Anteh received a Thank You Card from her Community Support Coordinator for confidently and effectively supporting the opening of a new residential program. She made the transition for the individuals smooth and comfortable. She won a Fondue Pot.

Congratulations!



Looking for Answers? Below are some online links you may find of assistance:

<https://www.canada.ca/en/health-canada.html>

Health Canada is responsible for helping Canadians maintain and improve their health. It ensures that high-quality health services are accessible, and works to reduce health risks.

<https://www.albertahealthservices.ca/findhealth/service.aspx?Id=1001957>

Linking Albertans to a wide range of health information and service options.

<https://work.alberta.ca/occupational-health-safety.html>

Alberta Occupational Health and Safety works in consultation with industry to help prevent work-related injuries, illnesses and fatalities. The OHS site provides access to a wide range of information bulletins and on-line training options

<https://work.alberta.ca/occupational-health-safety/ohs-publications.html#laws>

<https://work.alberta.ca/occupational-health-safety/resources.html>

Office Closure 2021

New Year's Day	Friday	January 1, 2021
Alberta Family Day	Monday	February 15, 2021
Good Friday	Friday	April 2, 2021
Easter Monday	Monday	April 5, 2021
Victoria Day	Monday	May 24, 2021
Canada Day	Thursday	July 1, 2021
Heritage Day	Monday	August 2, 2021
Labour Day	Monday	September 6, 2021
Thanksgiving Day	Thursday	October 11, 2021
Remembrance Day	Thursday	November 11, 2021
Christmas Day	Monday	December 27, 2021
Boxing Day	Tuesday	December 28, 2021

HURT AT WORK?

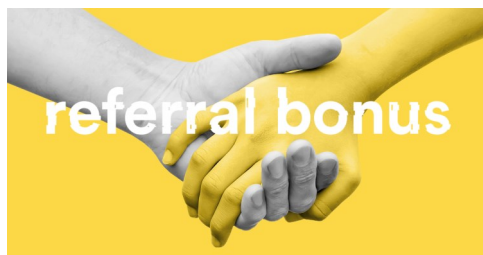
Employees and Support Home Operators are reminded of their responsibility (as per legislation) to report **all workplace injuries immediately to an ICE supervisor or manager**. In the event of an injury, the employee will follow all agency policies and procedures.

While not all injuries are reportable to WCB, all injuries and work related health concerns are required to be reported within the company. This is done so that health and safety investigation and follow up may be completed for the safety of all parties.



Referral Incentive Program

Employees or Support Home Operators who refer a person to ICE who successfully meet our hiring requirements and completes their three month probation with a minimum of 120 hours worked qualify for a \$100 incentive bonus!



Health and Safety Committee Meeting Minutes December 8, 2020 (Minutes edited for publication)

3.1 A) Review of Regional Health and Safety Meeting Minutes – Section 3.2. Completed Incident Investigations for Injury, Health and Property Damage

Calgary – November 12, 2020- Meeting Minutes:

July 31, 2020

SHO went into the bathroom to turn on shower taps as to prompt the client to take a shower. SHO could hear noise coming from the client's bedroom. SHO observed that client was standing beside their bed and noticed that the television screen was cracked. Client continued throwing items on their nightstand. Client threw empty water cups and hats toward SHO but missed and client threatened to throw a small bench toward SHO/SHO spouse. Client was also yelling profanities toward SHO. SHO gave space for client to calm in their bedroom. After a few minutes, SHO and client discussed situation. There were no injuries. Follow-up: RPAC consultation, SHO will take PBI when offered next, emergency response plan to be utilized in future incidents (i.e., calling police) and SHO to offer more choices when communicating to client.

Incident Investigation Recommendations: SHO to complete PBI training, RPAC involvement and update client's personal profile to include history of aggression.

September 8, 2020

Staff was entering workplace with purse on one shoulder and laptop bag on the other shoulder. The strap of the laptop bag was stretched excessively, and the laptop bag was hanging past the knees of the staff. Staff started ascending the main entrance stairs and tripped over the laptop bag that got in the way of staff's foot. Staff tripped and fell on the concrete stairs resulting in injury. Follow-up: Staff sought medical attention immediately.

Incident Investigation Recommendations: Employee will use bag handle in future. Staff could also make two trips, use the handrails, or call other employees for assistance to carry items safely.

Northwest – November 5, 2020- Meeting Minutes:

September 29, 2020

Staff was serving lunch when the client grabbed his plate to take to his room. Staff reminded client that meals were to be eaten at the table. Client became agitated and scratched staff and pulled hair.

Incident Investigation Recommendations: New TL was provided additional training, Team meeting was held to discuss consistency in home, and TL attended RPAC meeting to discuss ideas.

October 2, 2020

Client was playing on his tablet and watching a high stimulation movie on the TV "Bring it On", when the movie ended client asked for it again. Staff attempted to restart the movie but could not instantly hit buttons on remote. Client agitated and threw tablet at staff.

Incident Investigation Recommendations: Staff completed a PBI review, were retrained on the "Electronic Devices" section of the PRP and it was discussed during the team meeting.

Incident Investigation Recommendations: Staff were advised to have client sit sideways and then swing legs under table rather than attempting to push chair in as she is sitting.

Incident Investigation Recommendations: Review with staff to the vicinity when aware of scents/perfume are present. Note for staff to review HACD regarding potential community hazardous scents with the team.

May 19, 2020

Client came out of room after eating dinner and proceeded to eat another client's dinner. When staff reminded client, the food did not belong to him the client charged staff, showing obscene finger gestures and attempted to punch staff in the face. Staff stepped back but fist still touched staff members face. Client then blocked the door from staff and another staff member had to distract the client so first staff member could retreat from the residence and lifeline was pressed. Client continued to yell and punch couch. Staff inside managed to redirect client and calm them somewhat until police arrived, who then warned client not to repeat behavior or he would be removed.

Immediate Follow-up: staff to maintain safe distance when client agitated, staff to continue using lifeline as required, TC and staff sit down with client to debrief, guardian to have social distance visit with client to discuss incident

Incident Investigation Recommendations: Staff to retake PBI

August 8, 2020

Client wanted coffee with milk and when no milk found client began yelling and showing obscene gestures. Staff able to redirect roommate to their room, but client followed and punched door. Staff was able to leave for a few minutes and when they returned, client was emptying freezer looking for hotdogs to BBQ. When hotdogs could not be located client started shouting and made a move to hit staff. Staff moved head out of way and attempted to redirect client, but staffs' glasses fell to the floor and client began stepping on them. Staff left the house again and when they returned, they pressed the lifeline, at which point the client began chasing the staff and when responder called client grabbed phone and said it was just a test so police would not show up. When staff attempted to leave, client clicked and pushed them and tried to hit them again.

Immediate follow-up: Staff to maintain safe distance when client agitated; staff to follow PRP; staff to offer PRN when required; staff to use lifeline as required; investigation to be completed' formal follow-up with staff regarding failure to follow PRP, lifeline guidelines including additional training.

Incident Investigation Recommendations: Staffing changes.

August 31, 2020

Staff began shift after experiencing back pain the previous night, staff gave client a sponge bath and afterwards assisted client with lifting her legs onto the bed and assisted her with changing her pad. Around 2pm staff informed client that her back pain was increasing, and she was unable to walk or stand. Staff then contacted husband for transportation; client called TC and described situation; TC advised client to call 911. Ambulance then arrived and transported staff to hospital.

Immediate follow-up: Staff will cancel shifts if not well, staff will maintain protocols for ergonomics at the workplace, staff will have required breaks during the shift, staff will not assist with lifting client's legs as the client can do so independently.

Incident Investigation Recommendations: Employee will review policy 2.3.7, 3.5.2, 3.5.9 & Health and Safety (back to basics: a guide to good back health)

October 7, 2020

Staff sat on wet sanitized chair and in the process of quickly getting up, staff lost balance and fell to the floor.

Incident Investigation Recommendations: staff to be vigilant on where they are sitting and assess for potential hazards. Staff will review Hazard Assessment and Control document 'Travel on Wet/Slippery Surface (water/ice/snow)' and will sign participation form after completion

3.1 B) Review of Regional Health and Safety Meeting Minutes - Section 3.3 Completed Near Miss Investigations

Calgary – November 12, 2020- Meeting Minutes:

July 7, 2020

Staff went to use the washroom and found that the client did not flush the toilet after use. Staff reminded client that is not hygienic and poses a risk to both client and staff. Client was engaged in adjusting their phone case and became frustrated that staff 'distracted' them. Client quickly escalated and charged toward staff and attempted to land a punch on staff's midsection. Staff redirected the blow with an open palm and indicated to client that they would be ready to contact the police. Client attempted to pursue staff; however, staff exited the apartment and client called CSC. Follow-up: Consultation with RPAC, staff reminded of use of approved restrictive procedures (i.e., calling 9-1-1 and use of Panic button) and staff retrained on client's Planned Procedure.

Incident Investigation Recommendations: Incident was addressed and discussed at the monthly team meeting. RPAC involvement.

Edmonton – November 4, 2020- Meeting Minutes: No completed near miss investigations for review

Northwest – November 5, 2020- Meeting Minutes: No completed near miss investigations to review

3.2 Evaluation of Completed Internal Incident Investigations

October 27, 2020

Client went to take his 8pm medications at 7:30pm. Staff encouraged client to wait until 8pm. Client became escalated and grabbed staff by the back of the neck while yelling, swearing and threatening to physically hurt staff. Client then grabbed a butter knife and threatened staff with it. Staff used training and de-escalating strategies to calm the client. After taking his medication, client calmed and asked staff to leave the home. Staff returned client's key to client and left the home.

Immediate follow up: Staff to continue to utilize PBI training, de-escalation strategies and ECAT/ICE CSC support for further direction. Review and update client's RPAC Protocols to reflect positive support strategies in the case of physical aggression.

Incident Investigation Recommendations: Review client's ability to self-administer medication and update procedures to reflect any changes to medication administration in the program. Review updated Risk Assessment and Positive Approaches document at the next monthly team meeting. Discuss with staff the possibilities of cues of agitation or escalation that occur prior to physical aggression. Discuss with staff regarding the requirements of assessing risks within the environment and accessing emergency services as required.

October 24, 2020

Staff finished preparing lunch and called clients to the table. Staff pulled chair out to assist client, client promptly sat on chair on top of staff's foot. Program had just moved and new floors are carpet rather than lino.

3.3 Evaluation of Completed Near Miss Investigations

No Completed Near Miss Investigations to Review (no near miss investigations occurred as there were no miss incidents during this time frame)

Edmonton – November 4, 2020- Meeting Minutes:

March 9, 2020

Perfume scent at med facility. While at Psychiatrist appt, TC smelled perfume and while returning to program in taxi, TC began having difficulty breathing. Taxi took TC to emergency hospital.

3.4 Health and Safety Committee Inspections

3.4 A) Inspections held because of health and safety concerns: No inspections held in November as a result of concerns brought forward.

3.4 B) Inspections completed:

November 2020:

Monthly Safety Inspection Checklists completed: 5

Random Inspections completed: 0

EQA's Completed: Carissa completed 1 EQA at Iron Shirt Residence November 17, 2020.

3.5 COR Audit Review

Reviewed Action Plan recommendations that were presented at SWOT December 1, 2020 in regard to Elements 2, 4, 5, 8 and 9. Dasha, Jeremy and Carissa have been assigned participation in the action item follow-up requirements.

3.6 Hazard Assessment and Control document (H.A.C.D.)

Review section (and provide recommendation(s) for changes if needed)

South Committee Reviewed: ICE South has been assigned review of the General Section (Pages 77-115) for the upcoming 2020-2021 meetings.

Reviewed 'Assisting Persons who use/have matches, lighters, etc.' (pgs. 81 & 82).

Recommendations include: N/A- no additional recommendations required for this task.

Policy review

2.7.3- Critical and General Incidents

Covid-19 Pandemic Response

As the holiday season is approaching it is important to remember and to continue to practice all guidelines set out by AHS. Due to the increase in cases, Alberta has implemented further mandatory restrictions in enhanced areas and are expected to provide another update today. Please visit <https://www.alberta.ca> for the most updated information in your area.

Additionally, ICE has provided updated mandatory COVID training for all staff in response to our continued COVID-19 Prevention efforts. Please speak with your direct Supervisor to register if you have not already received this training.

Continuous masking in all ICE programs is still in effect. Please ensure you are following the most updated COVID-19 Protocols.

4.0 Other Business

4.1 Health and Safety Committee Training Updates –The Committee is welcoming Irine C. and Josphine C. as Residential Program Representatives. A vote was not held as they were the only 2 staff that have brought their names forward to join the Committee vacancies. All employees are still encouraged to attend meetings as a visitor. Irine C. and Josphine C. both attended Workplace Inspections and Incident Investigations training and are scheduled to complete Hazard Assessment training when it is being offered in January. Both staff will also be required to complete Health and Safety Representative training through CCSA as soon as possible.

ICE has restructured and implemented a provincial-wide virtual training accessible to all regions! This is very exciting news that should allow for more efficient means of training opportunities for all staff. It is also an opportunity to meet and broaden our teams across each region in a way that we have not been able to previously. Please refer to the most recent ICE Newsletters for a complete list of training dates and contact your direct Supervisor if you need assistance registering for any of the upcoming training.

Reviewed WCB Fall Statistics Update for 2020. Discussed main points as well as comments and recommendations.

Ideas for upcoming ICE Page Articles –Tips for assessing for hazards in community settings.

NEXT MEETING DATE: January 5th, 2021 at 9am

NEW COVID 19 Restrictions:

- Indoor and outdoor social gatherings are prohibited
- Mask are mandatory in all indoor public spaces and workplaces
- Some businesses are required to temporarily close, reduce capacity or limit their in-person access.



Why these measures are needed:

- Albertans have a responsibility to slow the virus's spread and make sure the health system can continue supporting patients with COVID-19, influenza and many other needs.
- There is a time lag between when people get infected and when new cases are identified. This means the cases we see today were infected up to 2 weeks ago.
- We must work together to protect each other. The greater the community spread, the more likely it will infect our loved ones most at-risk of severe outcomes, including death.

What else you should do:

Albertans must continue following existing public health measures to keep everyone safe:

- Stay 2 meters apart when you can, wear a mask when you can't.
- Practice good hygiene: wash your hands often and cover coughs and sneezes.
- Monitor your symptoms every day.
- If sick, stay home, get tested, and follow mandatory isolation requirements while waiting for results:
 - ⇒ if positive, isolate from others for 10 days or until symptoms are gone, whichever is longer.
 - ⇒ if negative, stay home until you're better.
- Avoid non-essential travel.
- Get the flu shot to keep influenza cases low so health workers can focus on the COVID-19 pandemic.
- Download and use the **ABTraceTogether** contact tracing app when out in public.

From: <https://www.alberta.ca/enhanced-public-health-measures.aspx>

HELP AND SUPPORT

ਕੋਵਿਡ-19 ਜਾਣਕਾਰੀ

ਸਹਾਇਤਾ ਤੁਹਾਡੇ ਲਈ ਇੱਥੇ ਮੌਜੂਦ ਹੈ

ਕੋਵਿਡ-19 ਮਹਾਂਮਾਰੀ ਨੇ ਸਾਡੇ ਰੋਜ਼ਾਨਾ ਜੀਵਨ ਨੂੰ ਬਦਲ ਦਿੱਤਾ ਹੈ ਅਤੇ ਇਸ ਮੁਤਾਬਿਕ ਢਲਣਾ ਅਸਾਨ ਨਹੀਂ ਹੈ। ਕਿਸੇ ਲਈ ਵੀ ਸੌਖਾ ਨਹੀਂ। ਜੇਕਰ ਤੁਸੀਂ ਜਾਂ ਤੁਹਾਡਾ ਕੋਈ ਜਾਣਕਾਰ ਚਿੰਤਾ ਵਿੱਚ ਹੈ ਅਤੇ ਇਸਦਾ ਸਾਹਮਣਾ ਕਰਨਾ ਔਖਾ ਲੱਗ ਰਿਹਾ ਹੈ ਤਾਂ ਸਹਾਇਤਾ 24 ਘੰਟੇ ਸੌਂ ਤੋਂ ਦਿਨ ਮੌਜੂਦ ਹੈ।

alberta.ca/mentalhealth ਤੇ
ਸਾਧਨ ਲੱਭਣ ਲਈ ਜਾਓ।

Alberta

新冠病毒COVID-19 信息

为您提供心 理健康援助

新冠疫情爆发改变了我们的日常生活，调整起来并非易事。不是每个人都能适合。如果您或您认识的某人感到不知所措并且难以应付，全天候24/7都可以获得帮助。

登录网站了解详情：
alberta.ca/mentalhealth

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COVID-19 INFORMATION

HELP IS HERE FOR YOU

The COVID-19 outbreak has changed our daily routines and adjusting hasn't been easy. Not for anyone. If you or someone you know is feeling overwhelmed and struggling to cope, help is available—24/7.

Visit alberta.ca/mentalhealth to find resources.

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RENSEIGNEMENTS SUR LA COVID-19

VOICI DE L'AIDE POUR VOUS

La pandémie de la COVID-19 a changé nos habitudes et l'adaptation n'a pas été facile. Pour personne. Si vous ou quelqu'un que vous connaissez se sent dépassés et a de la difficulté à s'adapter à ce qui se passe, vous pouvez obtenir de l'aide jour et nuit, 7 jours sur 7.

Visitez le site alberta.ca/mentalhealth pour trouver des ressources.

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نحن هنا لمساعدتك

لقد غير تفشي فيروس كورونا (كوفيد-19) روتين حياتنا اليومي بحيث لم يكن التكيف معه سهلاً. ولكن هذا لا ينطبق على الجميع. فإذا كنت أنت أو شخصاً تعرفه يشعر بضغط يتجاوز طاقة التحمل ويكافح من أجل التعايش معه، فالمساعدة متوفرة على مدار الساعة طوال أيام الأسبوع.

لمزيد من المصادر قم بزيارة الرابط:
alberta.ca/mentalhealth

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Slips, Trips, & Falls

Slips happen because of a lack of friction or traction between the footwear we are wearing and the walking surface. Common causes of slips are:

- Spills
- Hazards created from weather (e.g., puddles, ice)
- Surfaces that are wet or oily
- Loose rugs or mats



Trips - occur when your foot strikes or hits an object which causes you to lose your balance. Common causes of tripping are:

- Clutter on the floor (e.g., power cords, boxes)
- Poor lighting
- Uneven walking surfaces (e.g., carpeting, steps, thresholds)
- Sudden change in slip resistance properties of walking surfaces (e.g., wet floor or stepping from tiled to thick pile carpeted floors)

Falls - can occur from a height or on surfaces that are on the same level. A fall can be the result of a slip or a trip where your centre of gravity is shifted causing you to lose your balance.

How to prevent falls due to slips and trips?

slips and trips result from some a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. Good housekeeping, quality of walking surfaces (non slippery flooring), proper footwear, and appropriate pace of walking are critical for preventing fall incidents.

What is Good Housekeeping?

Good housekeeping is the first and the most important (fundamental) level of preventing falls due to slips and trips.

It includes:

- * *cleaning all spills immediately*
- * *marking spills and wet areas*
- * *mopping or sweeping debris from floors*
- * *removing obstacles from walkways and always keeping walkways free of clutter*
- * *securing (tacking, taping, etc.) mats, rugs and carpets that do not lay flat*
- * *always closing file cabinet or storage drawers*
- * *covering cables that cross walkways*
- * *keeping working areas and walkways well lit*
- * *replacing used light bulbs and faulty switches*

You can reduce the risk of slipping on wet flooring by:

- ⇒ *taking your time and paying attention to where you are going*
- ⇒ *adjusting your stride to a pace that is suitable for the walking surface and the tasks you are doing*
- ⇒ *walking with the feet pointed slightly outward*
- ⇒ *making wide turns at corners*

You can reduce the risk of tripping by:

- ◇ *keeping walking areas clear from clutter or obstructions*
- ◇ *keeping flooring in good condition*
- ◇ *always using installed light sources that provide sufficient light for your tasks*
- ◇ *using a flashlight if you enter a dark room where there is no light*
- ◇ *making sure that things you are carrying or pushing do not prevent you from seeing any obstructions, spills, etc.*

INDEPENDENT COUNSELLING ENTERPRISES

Time Sheet Submission Dates and Pay Dates for 2021

MONTH	TIME SHEETS	PAY DATE
January	Hours for January 1st-15th Due January 15th.....	Paid on January 25th
	Hours for January 16th-31st Due February 1st.....	Paid on February 10th
February	Hours for February 1st-15th Due February 16th.....	Paid on February 25th
	Hours for February 16th-28th Due March 1st.....	Paid on March 10th
March	Hours for March 1st-15th Due March 15th.....	Paid on March 25th
	Hours for March 16th-31st Due March 31st.....	Paid on April 9th
April	Hours for April 1st-15th Due April 15th.....	Paid on April 23rd
	Hours for April 16th-30th Due April 30th.....	Paid on May 10th
May	Hours for May 1st-15th Due May 17th.....	Paid on May 25th
	Hours for May 16th-31st Due May 31st.....	Paid on June 10th
June	Hours for June 1st-15th Due June 15th.....	Paid on June 25th
	Hours for June 16th-30th Due June 30th.....	Paid on July 9th
July	Hours for July 1st-15th Due July 15th.....	Paid on July 23rd
	Hours for July 16th-31st Due August 3rd.....	Paid on August 10th
August	Hours for August 1st-15th Due August 16th.....	Paid on August 25th
	Hours for August 16th-31st Due August 31st.....	Paid on September 10th
September	Hours for September 1st-15th Due September 15th.....	Paid on September 24th
	Hours for September 16th-30th Due September 30th.....	Paid on October 8th
October	Hours for October 1st-15th Due October 15th.....	Paid on October 25th
	Hours for October 16th-31st Due November 1st.....	Paid on November 10th
November	Hours for November 1st-15th Due November 15th.....	Paid on November 25th
	Hours for November 16th-30th Due November 30th.....	Paid on December 10th
December	Hours for December 1st-15th Due December 15th	Paid on December 24th
	Hours for December 16th-31st Due December 31st.....	Paid on January 10th, 2022